By Individual (Grad Plan Assignment)

Table of Contents

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Graduation Plan > Utilities > Grad Plan Assignment > By Individual

This utility assigns or changes the graduation plan for individual students, and updates the student's **Graduation Type** field on Registration > Maintenance > Student Enrollment > Demo3. When a student's plan is changed, the credit summary and credit detail calculations are compared against the district-level graduation plan requirements for the new graduation plan.

- No graduation plan courses are added, changed, or deleted for students who currently have a graduation plan assigned.
- No default courses for previous grade levels are assigned to the student. Default courses are only added if they are offered at the campus and not already in progress or requested by the student.

Update data:

Field	Description
Grad Plan	Select the graduation plan you want to assign to one or more students. The description of the plan and the PEIMS graduation type description are displayed.

Click **+Add** to add a student. A blank row is added to the grid.

Student	Begin typing the student's name or ID (including leading zeros). As you begin typing the number, a drop-down list displays students whose name or ID *begins with* the characters you have typed. The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show. From the drop-down list, select the student. If you do not know the student ID, click ⋮ to search for a student in the directory.

The student's name and grade level are displayed.

Current Grad Plan	If a graduation plan is currently assigned to the student, the code for the plan is displayed.
Status	The field indicates if the student is active or withdrawn.
🗑	Remove a student from the list. 1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

Click Execute to assign the graduation plan to the students listed. A message is displayed asking you to confirm that you want to make the change.

● Graduation plan courses in progress, requested/scheduled, or completed will not be assigned.

● If a student has at least one scheduling record, graduation plan courses for the scheduling grade level will not be assigned.

Click OK to continue. The Grad Plan Assignment Summary report opens in a new window, which provides a list of graduation plan changes and default assignments that occurred as a result of assigning a graduation plan to the student(s) for the first time.

● The Previous Grad Plan field displays the code for the previous graduation plan, if it exists. Otherwise, the field displays "none."

● The New Grad Plan field displays the code for the new graduation plan.

● If any courses were added, they are listed, including the course number, course title, credits, and service ID. Otherwise, assignment exceptions will indicate why courses were not added.

● Review, save, or print the report.

Back Cover